

Memorandum



Date: June 2, 2015
To: Honorable Chairman Jean Monestime
and Members, Board of County Commissioners

Agenda Item No. 8(F)(6)

From: Carlos A. Gimenez
Mayor

Subject: Request for Additional Expenditure Authority to Pre-qualification Pool No. 8111-1/23,
Promotional and Advertising Items

Recommendation

It is recommended that the Board of County Commissioners (Board) approve this request to increase expenditure authority by \$375,000 to *Pool No. 8111-1/23, Promotional and Advertising Items*. The Miami-Dade Police Department uses this pool to purchase promotional and advertising items, including, but not limited to, coil bracelet whistles, coloring books, flash drives, reflector lights, portfolios, journals, ID holders, key chains, magnets, mugs, pens, plaques, plastic junior badges, recognition and retirement awards, badge encasements, stickers, and sun visors.

The Miami-Dade Police Department's existing allocation is insufficient to cover its operational needs through the expiration of the pool term. The department will use the requested increased spending authority to purchase promotional and advertising items in support of the Youth Fair, CPR and diving training, media relations and the D.A.R.E., Gun Bounty, Buckle, Alcohol and Crime Prevention Programs. The increased expenditure authority will ensure that the Miami-Dade Police Department has adequate funding to cover its promotional and advertising needs throughout the remainder of the pool term.

Scope

The impact of this item is countywide in nature.

Fiscal Impact/Funding Source

The pool has a 60-month term, which expires on June 30, 2018. The Miami-Dade Police Department has an existing allocation of \$270,000, of which approximately \$267,000 has been released to date. This modification will authorize additional expenditure authority of \$375,000 for the Miami-Dade Police Department. The remaining departmental allocations on the contract are projected for expenditure.

Department	Existing Allocation	Allocation Requested	Modified Allocation	Funding Source	Contract Manager
Police	\$270,000	\$375,000	\$645,000	Grant, Proprietary Funds and General Fund	Laura Romano
Various	2,112,000	0	2,112,000	Various	Various
Total	\$2,382,000	\$375,000	\$2,757,000		

Track Record/Monitor

Roma Campbell of the Internal Services Department is the Procurement Contracting Officer.

Delegated Authority

There is no additional delegation of authority sought in this item as the authority to solicit pricing and award contracts up to an aggregate amount of the allocation authorized by the Board, exercise all provisions of the solicitation documents and any resulting contracts pursuant to Section 2-8.1 of the County Code and Implementing Order 3-38, and add vendors to the pool at any time, subject to ratification by the Board on a bi-annual basis, was granted under Resolution No. R-230-13.

Awarded Vendors

Vendor	Address	Principal
All Digital Printing Corp (MICRO/SBE)	7311 NW 12 Street, #7 Miami, FL	Cesar Watanabe
Artcraft Ad Specialties Company, LLC	7215 Kensington Court University Park, FL	Elkan Ries
Bilmor With Advertising Specialties, Inc. (MICRO/SBE)	16155 SW 117 Avenue, Unit B-19 Miami, FL	Lillian Headley
Creative Product Sourcing, Inc.	3130 Wilshire Boulevard, Suite 555 Santa Monica, CA	Glen Polson
Gail's Party Line, Inc. (MICRO/SBE)	17221 NE 13 Avenue North Miami Beach, FL	Gail Kasztl
H.B. Brickell Gallery, Inc.	905 Brickell Bay Drive, Unit 727 Miami, FL	Heidi Barer
Innovative Incentives, Inc. (MICRO/SBE)	1304 SW 160 Avenue, PMB 205A, Ft. Lauderdale, FL	Franny Levison
I P A CORP. (MICRO/SBE)	19840 Cutler Court Cutler Bay, FL	Norberto Cederna
Logistical Sourcing, Inc. (MICRO/SBE)	4957 SW 74 Court Miami, FL	Elizabeth Penalver
Trophy City, Inc. d/b/a Michelson's Trophies	14730 NW 7 Street Miami, FL	Enrique Arboleda
Palmetto Uniforms, Inc. (MICRO/SBE)	8869 SW 131 Street Miami, FL	Ramonita Cruz Feick
Personius & Company, Inc.	1630 Victoria Pointe Circle Weston, FL	James Personius
9009-0960 Quebec, Inc. d/b/a Polycrylic	64 Avenue Des Industriels Coaticook, QC	Jean-Francois Gerin
Prime Promotions and Services, LLC	9023 SW 113 PL Circle West Miami, FL	Ruth Sequeira
Awards, LLC	6400 NW 77 Court Miami, FL	Larry Cravez
VetMeds, Inc.	8950 SW 74 Court, #2201 Miami, FL	Andria Nelson

Due Diligence

Pursuant to R-187-12, due diligence was conducted in accordance with the Internal Services Department's Procurement Guidelines to determine contractor responsibility, including verifying corporate status and review of performance or compliance issues. The lists referenced include convicted vendors, debarred vendors, delinquent contractors, suspended vendors, and federal excluded parties. There are no adverse findings relating to contractor responsibility.

Applicable Ordinances and Contract Measures

- The two (2) percent User Access Program provision applies where permitted by the funding source.
- The Small Business Enterprise Bid Preference and Local Preference Ordinance apply at the time of spot market competition.
- The Living Wage Ordinance does not apply.



Russell Benford
Deputy Mayor




MEMORANDUM

(Revised)

TO: Honorable Chairman Jean Monestime
and Members, Board of County Commissioners

DATE: June 2, 2015

FROM: 
R. A. Cuevas, Jr.
County Attorney

SUBJECT: Agenda Item No. 8(F)(6)

Please note any items checked.

- ☐ "3-Day Rule" for committees applicable if raised
- ☐ 6 weeks required between first reading and public hearing
- ☐ 4 weeks notification to municipal officials required prior to public hearing
- ☐ Decreases revenues or increases expenditures without balancing budget
- ☐ Budget required
- ☐ Statement of fiscal impact required
- ☐ Ordinance creating a new board requires detailed County Mayor's report for public hearing
- ☐ No committee review
- ☐ Applicable legislation requires more than a majority vote (i.e., 2/3's ____, 3/5's ____, unanimous ____) to approve
- ☒ Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 8(F)(6)
6-2-15

RESOLUTION NO. _____

RESOLUTION AUTHORIZING ADDITIONAL
EXPENDITURE AUTHORITY IN A TOTAL AMOUNT
UP TO \$375,000.00 FOR PREQUALIFICATION POOL
NO. 8111-1/23 FOR PURCHASE OF PROMOTIONAL
AND ADVERTISING ITEMS FOR THE MIAMI-DADE
POLICE DEPARTMENT

WHEREAS, this Board desires to accomplish the purpose outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board authorizes additional expenditure authority as set forth in the incorporated memorandum in an amount up to \$375,000.00 for Prequalification Pool No. 8111-1/23 for the purchase of promotional and advertising items. A copy of the solicitation document and the contracts once awarded are on file with and available upon request from the Internal Services Department, Procurement Management Services Division.

The foregoing resolution was offered by Commissioner _____, who moved its adoption. The motion was seconded by Commissioner _____ and upon being put to a vote, the vote was as follows:

Jean Monestime, Chairman	
Esteban L. Bovo, Jr., Vice Chairman	
Bruno A. Barreiro	Daniella Levine Cava
Jose "Pepe" Diaz	Audrey M. Edmonson
Sally A. Heyman	Barbara J. Jordan
Dennis C. Moss	Rebeca Sosa
Sen. Javier D. Souto	Xavier L. Suarez
Juan C. Zapata	

The Chairperson thereupon declared the resolution duly passed and adopted this 2nd day of June, 2015. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this Resolution and the filing of this approval with the Clerk of the Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: _____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

HB

Hugo Benitez